



August 2, 2004

The Honorable Gary Locke
Governor of Washington
Legislative Building
PO Box 40002
Olympia WA 98504-0002

Dear Governor Locke:

It is my pleasure to submit the 2003-2004 Annual Report on behalf of the Interagency Committee of State Employed Women (ICSEW).

As the report outlines, it has been a very exciting year for the ICSEW. We have hosted 13 training events in addition to our 3-day conference held in Ocean Shores, providing information to more than 600 state employees. We have been very busy with the Personnel System Reform (PSR) in ensuring we understand the law and proposed rules, providing feedback where appropriate, and providing information to other state employees. We also took a good look at our administrative processes and has a result adopted revised bylaws, meeting guidelines, and policies & procedures to help govern our operations.

We are busily planning for the year ahead with more to come with PSR and a change in administration for starters. Please feel free to contact me if you have any thoughts on the future direction of the committee. Thank you for your continued support of the ICSEW and good luck in your future endeavors.

Sincerely,

Vicki M. Rummig, Chair
Interagency Committee of State Employed Women
Office of Financial Management Representative
PO Box 43113
Olympia, WA 98504-3113
360 725-5268
Vicki.Rummig@ofm.wa.gov

Enclosure

Cc: Diane Prigge, Boards & Commissions
Carol Jolly, Executive Policy



The Governor's
Interagency Committee of State Employed
Women

Annual Report

July 1, 2003–June 30, 2004

July 31, 2004



2003–2004 Executive Board

CHAIR

Vicki Rummig

Office of Financial Management

MS: 43113

PH: (360) 725-5268

FAX: (360) 586-3964

vicki.rummig@ofm.wa.gov

TREASURER

Lavenia Marles

Department of Corrections

MS: 41128

PH: (360) 586-2079

FAX: (360) 664-0271

ldmarles@doc1.wa.gov

COMMUNICATIONS

Lonnie Peterson

Department of Health

MS: 47830

PH: (360) 236-3928

FAX: (360) 664-4500

Lonnie.Peterson@doh.wa.gov

CONFERENCE

Pat Delaney

Department of Labor and Industries

MS: 44320

PH: (360) 902-6793

FAX: (360) 902-4249

deln235@lni.wa.gov

VICE-CHAIR

Joyce Norris

Department of Transportation

MS: 47400

PH: (360) 705-7400

FAX: (360) 705-6886

norrisj@wsdot.wa.gov

EDUCATION

Vicki Meyer

Office of the Insurance

Commissioner

MS: 40257

PH: (360) 725-7263

FAX: (360) 586-2020

vickim@oic.wa.gov

HEALTH CARE/WELLNESS

Debbie Kettelhut

Department of Veteran's Affairs

MS: 41150

PH: (360) 725-2211

FAX: (360) 725-2198

debbiek@dva.wa.gov

MEMBERSHIP

Mary Briggs

Department of General

Administration

MS: 41015

PH: (360) 902-7377

FAX: (360) 586-9088

mbriggs@ga.wa.gov

EXECUTIVE SECRETARY

Micheal Eastin

Employment Security Department

MS: 46000

PH: (360) 407-5087

FAX: (360) 407-5085

meastin@esd.wa.gov

PROMOTIONAL AND CAREER OPPORTUNITIES

Julia Ojard

Washington Utilities and

Transportation Commission

MS: 47250

PH: (360) 664-1301

Fax: (360) 753-2629

Jojard@wutc.wa.gov

HISTORIAN

Kim Starkey

Department of Information Services

MS: 42445

PH: (360) 902-3187

FAX: (360) 586-8992

kims@dis.wa.gov

TODSTWD

Terri Parker

Secretary of State's Office

MS: 40227

PH: (360) 586-1170

FAX: (360)

tparker@secstate.wa.gov

Background

History

The Interagency Committee of State Employed Women (ICSEW) has evolved through a number of advisory council names since 1963 when Governor Rosellini established the Washington State Commission on the Status of Women in response to President Kennedy's National Commission on the Status of Women. On October 19, 1970, Governor Evans established the Washington State Interagency Committee on the Status of Women. The first task of this 13-member committee was to evaluate the state's response to the recommendations in the 1963 Commission Report and make further recommendations for change. When Governor Gardner reaffirmed his support for the committee by signing an Executive Order on November 7, 1989, he gave a 90's focus to an effort that began in the 60s. The committee's name was changed to the Interagency Committee of State Employed Women and it was expanded to include institutions of higher education and the judicial system as members.

The committee has been involved in studying issues and advising Washington State governors on issues including employment practices, labor laws, discrimination, comparable worth, family leave, dependent care, mentoring programs, and domestic violence. At the same time, the committee has provided education to state employed women on these issues as well as career and life planning, health and wellness, self-defense, and professional and interpersonal skills. Information and education on issues to state employed women has been accomplished through the publication of the committee's newsletter, the *InterAct*, workshop opportunities, and state conferences. Conferences are targeted to be a biennial event, yet adjustments are made to align with budget constraints of the state.

In recent years the ICSEW has broadened its reach by providing community service events such as drives to collect clothing, school supplies, foster care-needed items, and cell phones to support domestic violence efforts. The ICSEW has also hosted an annual Take our Daughters and Sons to Work Day from 1999–2003 in conjunction with the Ms. Foundation's national day.

Purpose

The purpose of the ICSEW is to enhance working conditions for state employed women. This is accomplished through advising the Governor on policies that affect state employed women and providing information and education to state employed women.

The 2003–04 Business Year

The Committee

The ICSEW has 64 members representing 63 of the state's 120 agencies. Several agencies received representation for the first time this year due to proactive recruiting by the ICSEW. Many agencies that joined only recently became eligible, meeting the minimum representation requirement of 25 employed women. In addition, each agency has the option of allowing one alternate for each representative to participate in ICSEW events and activities. Alternates do not have voting privileges to ensure continuation of the "representative" status of the committee. The Executive Board included Vicki Rummig of the Office of Financial Management, Chair; Joyce Norris of the Department of Transportation, Vice-Chair; Micheal Eastin of the Employment Security Department, Secretary; and Lavenia Marles of the Department of Corrections, Treasurer; in addition to the sub-committee chairs.

The Subcommittees

- Communications—Chaired by Lonnie Peterson of the Department of Health, provides communication to state employed women by publishing the bi-monthly *InterAct* newsletter and coordinating the committee's Web site found at <http://icsew.wa.gov>.
- Conference—Chaired by Pat Delaney of the Department of Labor and Industries, is responsible for all aspects of planning the ICSEW conference.
- Education—Chaired by Vicki Meyer of the Office of the Insurance Commissioner, provides education opportunities to state employed women through the organization of workshops and training classes.
- Health and Wellness—Chaired by Debbie Kettelhut of the Department of Veteran's Affairs, researches and provides information through the *InterAct* and workshops on health and wellness issues affecting state employed women.
- History—Historian Kim Starkey of the Department of Information Services keeps archives of committee information and provides historical retrospectives to members and all state employed women through the *InterAct*.
- Membership—Chaired by Mary Briggs of the Department of General Administration, keeps current membership information, organizes general membership meetings, and explores ways to increase participation.
- Professional and Career Opportunities Committee—Chaired by Julia Ojard of the Washington Utilities and Transportation Commission, provides information through articles and pamphlets on professional development and researches issues affecting employment opportunities and pay.

Meeting Topics

The ICSEW general membership meets every second month. The meetings provide training and additional resource materials so ICSEW members may gain expert knowledge and working insight into critical or emergent issues of importance. In the 2003–04 business year, meetings included:

- July 2003–Mentoring by Jim This.
- September 2003–Bylaws and Committees (committee work).
- November 2003–Case Study on Performance Based Pay (committee work) and Legislative Processes by Kyle Thiessen of the Code Reviser’s Office.
- January 2004–Competitive Contracting by Cami Feek of the Department of General Administration.
- March 2004–Civil Service Reform by Mark Andrews of the Department of Personnel.
- May 2004–Return to School Options by Edwin Bliss of The Evergreen State College.

Committee Work Accomplished

The entire committee worked collaboratively to produce the following documents in the 2003–04 business year to support the ICSEW and its vision:

- Revised Bylaws available at <http://icsew.wa.gov/20030909bylaws.pdf>.
- Meeting Guidelines (not yet available on the Internet).
- Case Study on Performance Based Pay available at <http://icsew.wa.gov/casestudy.pdf>.
- Administrative Policies and Procedures available at <http://icsew.wa.gov/policies/policyhome.htm>.

Events Held

The ICSEW hosted a number of successful events in the 2003–04. These events provided opportunity to all state employees for personal and professional growth. It is estimated that over 600 state employees benefit from educational opportunities provided by the ICSEW:

July 15, 2003–Turning Job Loss into Personal Gain presented by Mimi Welch.
September 11, 2003–Succeeding in Times of Drastic Change presented by Kathy Bote’.
September 15, 2003–Self-Defense (beginning and intermediate) presented by Clan Jacobs.
September 18, 2003–Package A You They Can’t Refuse presented by Kathy Bote’.
October 17, 2003–ICSEW Domestic Violence Training (various presenters).
October 24, 2003–Self-Defense (beginning and intermediate) presented by Clan Jacobs.
November 13, 2003–How To Do More, Better, Faster presented by Kathy Bote’.
January 23, 2004–Self-Defense (advanced) presented by Clan Jacobs.
March 23, 2004–Powerful Communication Skills: How To Say What You Want and Get What You Need presented by Kathy Bote’.
April 14, 2004–Job Shifting! Making Career Moves Count presented by Mimi Welch.
May 13, 2004–How to Succeed With Difficult People presented by Kathy Bote’.
May 17–19, 2004–2004 ICSEW Conference at the Quinault Beach Resort in Ocean Shores, Washington (various presenters).
June 9, 2004–Package A You They Can't Refuse presented by Mimi Welch.
June 15, 2004–Self-Defense (beginning and intermediate) presented by Clan Jacobs.

Publications

The ICSEW has had a great year with its bi-monthly newsletter, the *InterAct*. The ICSEW celebrated a “best issue ever” in March 2004 when it was recognized that ICSEW members had contributed far more original material than could be included. The increase in original work found in the *InterAct* can be attributed in part to two new successful series; the “Spotlight Article” focusing on ICSEW committees and “Women Leaders in State Government.”

The Professional and Career Opportunities Committee (PCOC) produced a number of brochures for distribution at the ICSEW Conference with subjects including financial aid, resumes, job interviewing, and transferable skills.

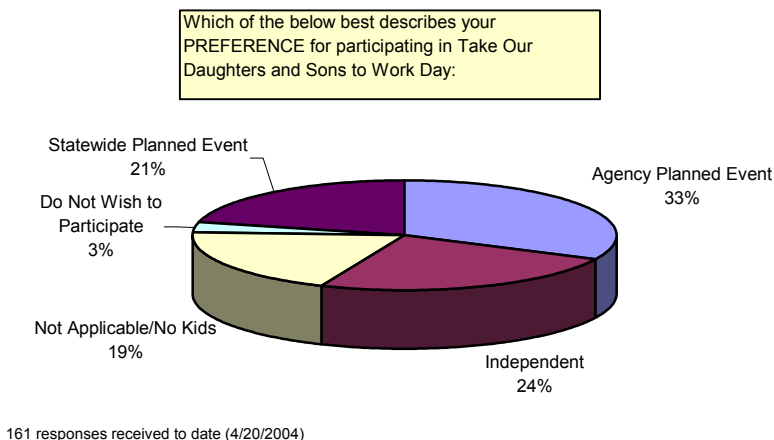
Historical Information

The ICSEW is working to inventory all of its historical documents. On September 30, 2003, a group met at the Historian Kim Starkey’s home with many various boxes in tow. This time was spent sorting through the boxes to categorize and consolidate the vast amount of diverse material. The categorized results were given to the appropriate Executive Board member. The next phase of the project is to inventory the documentation and note where there is missing information (for example, there is no copy of the February 1993 *InterAct*) so that missing information can be found.

Take our Daughters and Sons to Work Day

The Take our Daughters and Sons to Work Day Committee decided not to host a statewide event in 2004, but instead played a proactive role in disseminating information to all state employees for how to celebrate the day. The committee compiled a list of state agency Take our Daughters and Sons to Work Day coordinators and published the list, arranged for a letter from Governor Locke as a payroll stuffer regarding the day, developed a Web site (<http://icsew.wa.gov/TODSTWD.htm>) that included links to these and other resources including the Ms. Foundation’s Web site, and developed an Internet survey asking how agency staff would prefer to celebrate Take our Daughters and Sons to Work Day. Results of the survey indicated that the majority of state employees prefer agency-hosted events.

Take Our Daughters and Sons To Work Day Survey Response



2004 ICSEW Conference

On May 17, 2004 over 350 women converged on the Quinault Beach Resort in Ocean Shores, Washington to attend 3-days-worth of educational and inspirational workshops and presentations all arranged around the theme of “The Culture Within Us.”

Denise Bissonnette had a strong presence at the conference providing an opening speech, breakout workshops, and the second day keynote. She talked to the conference delegates about sculpting our own destinies given our culture, our skills, and our interests. Her presentations provided the perfect link between culture and enhancement in our personal and professional lives.

Breakout sessions of the conference provided similar links through workshops such as “Communicating to Connect” by Liv Monroe, “Generations in the Workplace” by Sara Maxwell, and “Deepening Team Culture” by Stephanie Howe as just a few examples. Other workshops provided more technical learning opportunities with topics like “The Three R’s of Wellness” by Pat Bartley, “Leadership for Women” by AnaMaria Diaz Martinez, “Breaking the Glass Ceiling” by Sherry Appleton, and a panel presentation on implementation of the Personnel System Reform Act of 2002 (Washington Works).

The silent auction this year included over 200 items and raised \$3,908 for contribution to the Domestic Violence Center of Grays Harbor. Joyce Norris presented the check to Nancy Eichenberger, Executive Director. It was an extremely emotional presentation with Nancy having confided in the ICSEW Chair just minutes before the presentation that they were questioning how they would be able to serve their clients for the remainder of the month.

Hot Issues

ICSEW members were tasked with having a dialog with their agency director or designee to help the ICSEW identify issues that they should be involved with. The themes of Personnel System Reform and Health and Wellness were identified multiple times.

Personnel System Reform (Washington Works)

The ICSEW participated in a number of activities related to Personnel System Reform.

In November 2003 the general membership went through a case study on Performance Based Pay to better understand the impacts and implications of this type of policy. The results of the case study were put into a report (available at <http://icsew.wa.gov/casestudy.pdf>). Further, the information development was used to respond to the Department of Personnel’s draft compensation rules.

The ICSEW also took an interest in Competitive Contracting. On January 16, 2004, a group of six ICSEW members (lead by the PCOC Chair, Julia Ojard) attended a public hearing on the draft Competitive Contracting rules. What was learned by listening to testimony from union representatives and the Executive Ethics Board was invaluable. While the ICSEW did not feel the need to submit a formal response, they have committed to passing on information via the *InterAct* regarding competitive contracting and what it will mean to the employees of Washington State. An informational article by Joanne McDaniel (Department of Labor and Industries) and Heather Balcolm (Interagency Committee for Outdoor Recreation) was published

in the *InterAct* in March and May 2004. Two areas still being explored are the effects on state staffing levels in other states that have opened up contracting laws and what might be expected in Washington State's own personal service contracts trends.

Health and Wellness

Health and wellness remains a top issue with the ICSEW. The Health and Wellness Committee has published articles in each issue of the *InterAct* and participated in the Department of Labor and Industries' Lifting Mind, Body, and Spirit Conference to disseminate information regarding health and wellness.

Annual Treasurer's Report
Preliminary (unreconciled*)

Cash on Hand, July 1, 2003		\$ 51,693.28
Actual Income		
Event Fees	\$ 85,089.50	
Less: Event Costs	\$ (70,504.76)	
Event Revenue		\$ 14,584.74
Other Income	\$ -	
Total Income		\$ 14,584.74
Expenditures		
Administrative		
Miscellaneous	\$ 583.32	
Total		\$ 583.32
Communications		
FTE Publication	\$ 3,566.64	
Website Hosting	\$ 720.00	
Web Training/Software	\$ 893.98	
Recognition/Supplies	\$ 204.41	
Total		\$ 5,385.03
Membership		
General Meeting Costs	\$ 250.00	
Transition Meeting	\$ 803.24	
Printing	\$ -	
Total		\$ 1,053.24
Education		
Total		\$ -
PCOC		
Printing	\$ 1,293.60	
Total		\$ 1,293.60
Health & Wellness		
Total		\$ -
Conference		
Total		\$ -
Total Expenditures		<u>\$ 8,315.19</u>
Total Profit/(Loss)		\$ 6,269.55
Ending Cash Balance		<u>\$ 57,962.83*</u>